

TRAINING/SAFETY COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Training/Safety Coordinator position exists is coordinate and/or perform a broad range of training and safety functions including compliance with laws and regulations from a variety of regulatory bodies dealing with the health and safety of employees and the general public. This position is assigned to the Water Resources Department, although it can be utilized in other departments. This classification does not supervise. Work is performed under general supervision of the Water Operations Director.

ESSENTIAL FUNCTIONS

Develops, implements and coordinates the department safety program to ensure that all employees work in a safe and healthy environment. Consults and advises staff regarding various safety and health related regulations and procedures.

Develops, conducts or coordinates with consultants to provide occupational health and safety educational programs for staff. Ensures annual health and safety training is scheduled to meet compliance guidelines.

Reviews and revises safety manual as needed. Serves as a resource for safety related questions and issues.

Coordinates training classes and participation in the organization-wide learning program.

Establishes internal training program and conducts regularly scheduled meetings with employees to develop and track the progress of individualized professional development plans.

Ensures audits and compliance with health and safety standards.

Establishes and maintains various safety records, data, training records, quarterly reports, and annual activity reports to ensure compliance with safety and training programs.

Develops and maintains departmental safety and learning program budget. Coordinates contracts for learning services.

Actively participates in professional organizations and committees. Chairs job-related committee meetings. Reads trade journals, newsletters and other publications to review, analyze and disseminate current information regarding health and safety issues, and state-of-the-art maintenance functions.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

OSHA standards.

Software programs, essential to performing daily activities, presentations and planning.

Ability to:

Communicates effectively both orally and in writing.

Establishes and maintains effective working relationships with co-workers, supervisors, vendors, and the general public.

Produces written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Comprehends and makes inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment, including a personal computer, a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Sits approximately 50% of the work day, walks approximately 40%, and stands approximately 10% of the work day; lifts and carries large numbers of binders and written materials weighing up to 35 pounds.

Assume ownership in the completion of assigned tasks.

Education & Experience

Any combination of five years education and experience in a related field. Experience in safety and training program development is necessary.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified